

**PROCUREMENT SPECIALIST (INL), FSN-09/FP-05  
VACANCY ANNOUNCEMENT 17/01/09**

**MAJOR DUTIES AND RESPONSIBILITIES**

**Time: 50% - Simplified Acquisitions**

Procurement Requests: When the Procurement Specialist receives a Procurement Request (PR), they determine the type of procurement action necessary and perform market research to identify potential sources to meet the requirement. They then process the requisitions PR in ILMS Ariba, interfacing with the INL Management Officer, the GSO Contracting Officer and the GSO Procurement Supervisor, to move forward PRs that are often time-sensitive. The Procurement Specialist complies with USG regulations to get procurements awarded on time, and coordinates complete delivery of commodities or full performance of services prior to deadlines.

Aviation and Ground Fuel: The Procurement Specialist is responsible for aviation fuel orders from PetroPeru and Maple Gas, including making BPA transportation calls for delivery to the fuel tanks at the INL & DEA FOB and FOL locations. They also process BPA calls to PetroPeru for over-the-wing refueling of the B1900D and PC6 aircrafts in the provincial airports. The Procurement Specialist possesses strong knowledge of Peruvian IQPF law and of the policies and procedures issued by SUNAT, OSINERGMIN, DIREJANDRO, Petro Peru, Maple Gas del Peru, and Transportation Service companies that regulate the purchase and transportation of aviation and ground fuel. The Procurement Specialist is also responsible for renewing the yearly SUNAT certificate of "Consumidor de Insumos Quimicos Controlados," which permits INL Lima to continue buying and transporting the aviation and ground fuel.

BPA's: The Procurement Specialist sets up Blanket Purchase Agreement (BPA), first contacting the company to negotiate fair and reasonable price and delivery/performance conditions advantageous to the USG. Once the BPA is established, the Procurement Specialist processes BPA calls and updates the status control chart that tracks renewals of BPAs. If needed, they modify the BPA to add/remove BPA callers, set ups notification alerts in Outlook and in ILMS Ariba to ensure timely renewals.

USG Purchase Card Holder: The Procurement Specialist is a USG Citibank Visa Purchase Cardholder with a single purchasing limit of \$25,000 USD and a monthly transaction limit of \$100,000 USD. They are responsible for keeping updated files and paperwork related to the USG Purchase Card program.

**30% of Time - Contracts, Leases, and Large or Complex Purchases**

Contract Solicitation Set Up: The Procurement Specialist reviews the need for a contract and is responsible in setting up the solicitation. They work with the requestor to prepare contract packages, including reviewing and assisting in the preparation of the Scope of Work, Independent Government Cost Estimate, Sole Source Justification, inclusion of solicitation clauses and provisions, drafting Technical Evaluation Panel (TEP) evaluation criteria factors, checklist and memoranda. The Procurement Specialist performs market research to locate potential sources. They present the solicitation package for approval to GSO Contracting Officer, and coordinate with PAS for posting on the Embassy webpage, Fed Bid or FedBizOpps. Once solicitation is announced, the Program Specialist sends notifications to potential sources in the mailing list, obtained from the market research.

Contract Award: The Procurement Specialist reviews, analyzes and evaluates quotes and proposal. They summarize the price analysis and prepare documents for the TEP. Also assists in negotiations with bidders and determines the best value. The Program Specialist considers competitive price, bidder's capability, reliability, warranty and past performance and submits recommendations to the Contracting Officer for final contract award. They prepare the pre-award, award and post-award

correspondence. After the proposal evaluation, the Procurement Specialist prepares the contract in ILMS Ariba platform, clarifying specifications, payments and delivery terms.

**COR responsibilities:** The Procurement Specialist will often be a Contracting Officer Representative (COR), responsible for monitoring and oversight of awarded Contracts. CORs perform the following duties:

- Maintain effective, periodic communication with the contractor, contracting officer, and other contract stakeholders.
- Maintain satisfactory visibility, awareness, and control over processes involving the inspection and acceptance of goods and services.
- Exercise effective scope, cost, and schedule change controls.
- Maintain complete COR files, including the orderly transfer of files to an incoming COR or to the Contract Officer.
- Document contractor performance annually for any contract assigned in the Contractor Performance Assessment and Rating System.
- Satisfactorily perform official duties in accordance with COR delegation letter.

**Contract Timelines:** The Procurement Specialist maintains a control chart to track all the contracts in place. The control chart contains information that at-a-glance visualizes which contracts are expiring, need renewal or re-competition in order to avoid unauthorized commitments and keep our contracts in compliance with OPE and INL regulations. Keeps contract files up-to-date and properly saved in the contracts file cabinet.

### **15% of Time - Grant Quality Control and Guidance**

The Procurement Specialist assists the INL Grant Officer (GO) and Grant Officer Representatives (GOR) in maintaining a high quality of the Grants (GR) and Cooperative Agreements (CA) files by reviewing them in ILMS Ariba and in hard copy. They provide guidance to the INL Director, Deputy Director, Management Officer, Programs Officer, Operations Manager, and all Program Advisors on GR and CA. They periodically verify that INL Grant control chart and hard copy file cabinet is up-to-date and includes all required documentation. Per INL SOP on GR/CA, is in charge of entering data in the Grants Management Database System (GDMS). All Federal assistance awarded during must be entered into the GDMS. Grants Policy Directive 21, requires every office and overseas posts to enter Federal financial assistance actions into GDMS within 5 days of the award. Failure to enter a grants action into GDMS will result in inaccurate information reported to USASpending.gov. The Office of the Procurement Executive/Federal Assistance Division (A/OPE/FA) manages the grant reporting requirements and standards for effective grants management, and for complying with the Office of Management and Budget's (OMB) collection and reporting of grants data.

One of the mechanisms used to comply with OMB's data reporting requirements is the Grants Database Management System (GDMS), which automatically populates USASpending.gov. Through GDMS, the Department complies with the Federal Funding and Accountability Transparency Act (FFATA), of 2006. FFATA legislation requires that all United States Government departments and agencies report information about Federal contracts and financial assistance and expenditures to the public through the website at [www.USASpending.gov](http://www.USASpending.gov).

### **5% of Time - Other duties as assigned.**